

<p align="center">3 STILL IMAGE CAPTURE</p>	<p align="center">Page 1 of 2</p>
<p align="center">Division of Forensic Science</p> <p align="center">PROCEDURES MANUAL: Forensic Imaging & Audio Analysis</p>	<p align="center">Amendment Designator:</p>
	<p align="center">Effective Date: 22-March-2004</p>
<p align="center">3 STILL IMAGE CAPTURE</p> <p>3.1 Purpose</p> <p>This document contains the procedures for the capture of digital images from still photographs or other evidence. Original images of evidence are captured as, and photographic images are converted to, digital image files to facilitate the analysis process.</p> <p>3.2 Equipment and Materials</p> <p>The following equipment and materials may be used</p> <ul style="list-style-type: none"> • Conventional and digital cameras • Various flatbed scanners • Computer hardware and software • Various printers with appropriate output media • Media to store digital images <p>3.3 Procedures</p> <p>3.3.1 The evidence will be received in accordance with Division evidence handling procedures (see Section 20 of the Quality Manual).</p> <p>3.3.2 The equipment to be utilized will be selected based on the type of evidence to be processed, i.e. cameras, scanners, computers, printers.</p> <p>3.3.3 The proper lighting, filters and exposure will be selected for image capture.</p> <p>3.3.4 The image(s) will be captured and stored to a .TIFF file or other lossless compression format using the DFS case number as the file name.</p> <p>3.3.5 Analysis will be continued using & 5.3 or 6.3.</p> <p>3.4 Calibration</p> <p>Calibration procedures and scheduled maintenance for all equipment will be done in accordance with manufacturers' recommendations and recorded in the maintenance log located in the appropriate laboratory.</p> <p>3.5 Calculations</p> <p>Numerous mathematical calculations are involved in the digitization process. Most of these calculations are intrinsic to the Software and are considered proprietary information.</p> <p>3.6 Limitations</p> <p>It must be recognized that the greatest limitation of the enhancement process is subject to the quality of the submitted evidence or image.</p> <p>3.7 Safety</p> <p>Care should be taken to avoid circuit overload and injury when using any electrical equipment. Gloves should be worn to handle any potentially bio-hazardous evidence.</p>	

<p>3 STILL IMAGE CAPTURE</p>	<p>Page 2 of 2</p>
<p>Division of Forensic Science</p> <p>PROCEDURES MANUAL: Forensic Imaging & Audio Analysis</p>	<p>Amendment Designator:</p>
	<p>Effective Date: 22-March-2004</p>
<p>3.8 References</p> <p>Owner's Manuals and User's Manuals should be referenced for equipment operating instructions.</p> <p style="text-align: right;">► End</p>	